**PUBLISHER**

**FLYER**

1. Click **Start** **Programs**  **Microsoft Office** Double click on **Microsoft Office** **Publisher 2007**.
2. From **Popular Publication Types** select: **Flyers.**
3. Scroll Down to **Classic Designs**, select the **Tilt** design.
4. Delete all text boxes. The flyer should be blank except for the border.

* Save as:  **Flyer** to your **“P” Drive.**

1. **Insert** **Text Box** at top center of page. Type **Page Layout.**
2. Change **font size** to **24**, **bold** and **centered**. Resize as needed.
3. **Insert** **Text Box** below title and type: **Rules of the Road,** change font size to 24, **bold** and **centered**. Resize as needed.
4. Insert a Clip Art. **Insert** **Picture**  **Clip Art**. **Search** for **“Road”.** Insert, resize and center Clip Art below Title.
5. Insert a large text box for bullets. **Format** **Bullets & Numbering** Click on any bullet style to activate the **Character Button**. Change **size** to **24 pt**, click **character tab**, Select Font **Webdings**, next to character code type **80**, ok, ok again.
6. Change **Font** to **Georgia**, **24 pt** and type the Bulleted List.
7. Format Color Schemes. Window will open on left. Choose a **Color Scheme.**
8. Insert a **Text Box** at the bottom for: **Your Name/Grade/Team.**
9. **Save and Print**